



FY15 Enrich Colorado Ag Grant Program -- Program Guidelines --

PURPOSE

The Enrich Colorado Ag Grant Program was created by the Colorado Department of Agriculture (CDA) to provide necessary funding for technical and operational issues, research, sales and marketing needs for food and agricultural products that are grown, raised or processed in Colorado.

Key Components of the Program

ELIGIBILITY REQUIREMENTS

For purposes of the program, an eligible “person” shall be defined as (per CRS 2-4-401) any individual, corporation, government or governmental subdivision or agency, business trust, estate, trust, limited liability corporation, partnership, association, or other legal entity.

Applicants must be in the industry to support agriculture/food products that are grown, raised or processed in Colorado. Preference will be given to applicants whose products contain at least 50 percent of ingredients (by weight) originating from Colorado.

When applications are submitted by individuals or businesses: applicants are encouraged to seek the support/endorsement of the project by a local government (i.e., city, county, etc.), local or regional economic development organization, CSU Extension, University partner, or industry/agricultural association.

ALLOCATION INFORMATION

Applications requesting up to \$15,000 per project will be considered. Grant funds may not be utilized for paying down current debt, general administrative expenses, salaries, or for indirect institutional overhead costs. Similarly, funds may not be utilized for purchasing livestock, seed, product samples, alcohol, cannabis, equipment, and/or construction/building costs. If such costs are anticipated they may be considered as cash and in-kind contributions on a case by case basis.

This grant is given on a 1:1 (dollar-for dollar match) cost sharing basis. The applicants match may be in the form of cash and in-kind contributions. All need to be verifiable from grantee records and included in your reimbursement report. This is to ensure costs are reasonable and treated consistently in accordance with

Generally Accepted Accounting Principles (GAAP). In-kind matching expenditures may include: donated labor, and other preapproved expenditures directly related to the project.

This funding is to be released on a ***reimbursement basis***; meaning, the applicant must pay all expenditures before the grant award can be disbursed. No work can be completed and no funds will be reimbursed for projects prior to a signed contract with the state. The applicant shall function independently in performing this activity and shall assume sole responsibility of any debts or liabilities that may be incurred in regards to this grant. All reimbursements will be available for allocation on a monthly basis with completed *Request for Reimbursement* documentation provided.

PLEASE NOTE: All available funding will be limited to one year from the date of the signed contract.

Performance reporting (i.e., funds and/or project progress) and measurable outcomes (i.e., “did it work” and “how well is it working”) *will be required to report on an interim basis*. This includes: goals/targets, performance measures, benchmarks, and data collection plans.

In general, funds will be allocated for projects in two broad functional categories including:

Feasibility Studies & Technical Projects – Funds may address the market for the product, engineering requirements, economic viability, environmental concerns, legal requirements, management, establishing an agricultural value-added business project, developing new uses for agricultural products and by-products, and other necessary business components. Funds may also be utilized to conduct product analyses and provide for technical assistance to explore more efficient systems for processing agricultural products and by-products.

Marketing & Sales Promotion Projects – Funds may be provided for, but are not limited to: conducting non-proprietary market research, direct marketing, *new* product launches, sales promotion, marketing strategy development, *new* market development projects such as first-time participation in trade shows and translation of company product brochures.

CDA endeavors to make the best use of available resources and will give preference to applications that validate the ability to maximize funds.

The term “new” is defined as: not existing before; made, introduced, or discovered recently or now for the first time.

The term “value-added” includes an agricultural commodity or product that has undergone a change in physical state or was produced, marketed, or segregated in a manner that enhances its value or expands the customer base of the product.

No applications will be considered, nor can funding be used, for projects working with Cannabis intended for use other than Industrial Hemp. This includes but is not limited to, any aspect of: production, development, marketing, or feasibility studies.

Industrial Hemp will be considered as long as the applicant is registered and in compliance with the Colorado Department of Agriculture’s current regulations and guidelines. Proof of a valid registration must be submitted with application. All registrations will be verified. Commercial and Research and Development (R&D) will be allowed under the current Colorado Department of Agriculture’s guidelines and all projects **MUST** work within the context of the noted broad functional categories (page 2).

Industrial hemp intended for commercial use will not be reimbursed for funding unless:

1. Registered with the Colorado Department of Agriculture.
2. Can provide proof *in the form of a verifiable lab test* using a gas chromatograph *demonstrating a THC concentration of 0.3% or lower performed within 30 days of harvest.*

"Importation of viable industrial hemp seed across State lines and Country boundaries is illegal under the Federal Controlled Substances Act."

Industrial Hemp means a plant of the genus Cannabis and any part of the plant, whether growing or not, containing a delta-9 tetrahydrocannabinol (THC) concentration of no more than three-tenths of one percent (0.3%) on a dry weight basis.

Please visit <https://www.colorado.gov/pacific/agplants/industrial-hemp> for more information regarding Industrial Hemp.

Grant Information

APPLICATION DATES

Applications will be accepted by the CDA until **February 27, 2015** no later than **3:30 p.m.**; applications will be considered on a schedule subject to regular meeting dates established by the Colorado Agricultural Value-Added Development Board. In general, applicants should expect CDA’s review process to be completed within sixty (60) days following the submission of applications. Each application will be considered by CDA on its own merits and will be evaluated in the context of CDA’s available resources.

APPLICATION EVALUATION

CDA will involve the Colorado Agricultural Value-Added Development Board in its application approval process.

CDA may contact applicants for purposes of clarifying information contained in the application or to address questions about the proposed project. Applications are to be complete and include sufficient information to allow CDA to evaluate the application but yet be as succinct as possible.

Criteria utilized by CDA to evaluate applications include:

- Completeness, eligibility and presentation of the application;
- Project merit and potential for success, including return on investment;
- Applicable experience and qualifications of the project leaders;
- Ability to address how measurable outcomes will be generated;
- Projected economic and overall benefit to Colorado's agricultural community;
- Clearly defined measures, goals, and project budget; and
- Matching contribution.

CDA considers the levels and sources of matching funds to be a key criterion for evaluating applications. A matching contribution of cash and in-kind resources equal to at least 50 percent of the total project budget is required. CDA endeavors to make the best use of available resources and will give preference to applications that demonstrate applicant commitment to the project in terms of cash contribution and will allow CDA to leverage its resources to the maximum extent possible.

CDA reserves the right to reject any or all applications, as well as increase or decrease the amount of requested funding based on its findings and on its level of available funds. Should the application review process produce a funding level less than the amount requested, CDA's staff will confer with the applicant to determine whether the amount recommended would significantly impact the project's overall feasibility. Prior funding of a project by CDA will not be considered for funding of an apparently similar project. Each applicant will be notified of CDA's decision with respect to their application(s).

All applications submitted to CDA are subject to the Colorado Open Records Act.

Other Provisions

Successful applicants will be required to enter into a contract with CDA. The contract will establish an approved project statement of work and budget, and will list responsibilities of project personnel. For project planning purposes, the applicant should allow sixty (60) days for contract development and approval by the State. The program will operate on a cost reimbursement basis with payments made to the applicant upon submission of monthly claims for

reimbursement and documentation supporting eligible project expenses. Expenditures will not be reimbursed without proof of payment. Copies of one of the following are required as proof of payment(s): cancelled checks, wire transfer confirmations, bank statements, credit card statements, signed receipts, debit notes, or other documentation as approved by CDA.

Successful applicants will also be required to develop and submit interim reports and final reports as agreed between CDA and applicant necessary to document project progress and final results. The specific details of these reports will be specified in the above mentioned contract. In addition to the interim report and final reports, CDA will reserve the right to conduct a follow-up survey(s) of funded projects to determine long-term economic impacts.

PLEASE NOTE: Expenditures incurred without written or electronic confirmation from the Colorado Department of Agriculture are not eligible for reimbursement. CDA will not be held liable for any costs incurred by any applicant for work performed in the preparation of and/or production of an application or for any work performed prior to the effective date of the contract.

CDA reserves the right to audit the applicant's books and records relating to project performance during and up to three years following the project's completion and to pursue any and all legal remedies to recover funds in the event of non-compliance or misrepresentation.

Additionally, CDA reserves the right to:

- Waive or modify minor irregularities in applications received after prior notification and applicant's agreement; and
- Amend the program guidelines and specifications if determined by CDA that changes would better serve the interests of the State of Colorado.

Application Format and Submission

APPLICATION FORMAT INFORMATION

- Please include:
 - The application form and any attachments.
 - Any letter(s) of intent.
 - Any endorsement(s).
 - Summary of the project manager's qualifications to manage this project.
 - Photographs and/or marketing/promotional materials if applicable.
- Proposals need to be typed, single spaced, one inch margins and in 12 point format.
- Each page should be numbered, with applicant's name at the top of each page.
- Applicants should follow the provided application format with each application limited to a single project.

- No partial applications will be considered.
- Do not exceed 20 pages.

APPLICATION SUBMISSION

1. A **SIGNED** electronic grant application **in Word document format** must be emailed to the contact below no later than 3:30 p.m. February 27, 2015. Applications must be received by the grant deadline. Applications that do not adhere to this deadline nor signed will not be accepted.
 - a. Dropbox or Google Drive will be considered valid forms of entry if content submitted is too large to email, provided that items are shared by and uploaded by the posted deadline.

Completed applications are to be submitted to:

Colorado Department of Agriculture
Attn: Colorado Enrich Ag Grant Program
305 Interlocken Parkway
Broomfield, CO 80021

Please submit electronic files to Shaina.Knight@state.co.us and please be sure to include "Application –Enrich Colorado Ag Grant Program" in the subject area.

Contact Information

Please direct questions and/or requests for more information to:

Shaina Knight
Business Development Specialist
Colorado Department of Agriculture
Tel: (303) 869-9176
E-mail: Shaina.Knight@state.co.us